

**FREQUENTLY ASKED QUESTIONS ABOUT  
APPLYING STUDENT BAR CODE LABELS  
North Dakota Science State Assessment**

See the *Science Test Coordinator's Manual*, Step 4, for instructions for applying the student bar code labels. This is available at <https://www.nd.gov/dpi/uploads/1257/TCM2015Final.pdf>.

**1. What should we do with a label for a student who is no longer officially enrolled at the school?**

*If a student has officially transferred from the school, do not use the label. Do not send it to the student's new school, as the information is not transferable. The label should be destroyed.*

**2. What should be done if we inadvertently put the student bar code label for a grade 4 student on a grade 8 test book?**

*Use a blank label (from the middle third) to cover the label applied in error. Then cover the blank label with either another blank label, or with the label of a grade 8 student. Use two labels to cover a label placed on a test cover in error. CTB's scanner is extremely sensitive, and may read a label that is covered by only one blank label.*

**3. A student has been chronically truant from the school. A student bar code label was generated for her. Should a test book be submitted for her?**

*Yes. If the student is still officially enrolled in your school (i.e., is reported as enrolled by your school on the Enrollment Report), a test book must be submitted. Apply the bar code label, and include that test in with the class to which she is assigned.*

**4. We applied a bar code label to a test book for a student that we later learned had transferred out of our school. How do we handle this?**

*Place two blank labels over the bar code label that was applied. Return the test book to CTB, along with those test books that are unused. You may wish to note this situation and your actions in your Assessment Log or on the label roster.*

**5. Should we put the student bar code label on a test book cover for a student who will be using the ND Alternate Assessment 1 (NDAA1)? The student isn't taking any of the regular ND State Assessment.**

*If the student using the ND Alternate Assessment1 is enrolled in your school, apply the bar code label to a ND State Assessment test book cover. Include the test book in with those from his/her class. His/Her Student Report generated by CTB will indicate "no valid attempt."*

**6. When applying the student bar code label, it was put on crooked; it's not within the lines indicated on the cover. What should we do? Can we use the Biographical Label that is on the left hand side of the label form instead?**

*DO NOT use the Biographical Label. Only the bar code label (the right third of the student label form) can be read by the CTB scanner.*

*There is a slight tolerance for crooked labels, but if a label is put on outside the lines, place two blank labels over the top of the crooked label, one on top of the other. Then hand enter the required information on the front cover.*

**7. In error we applied the student bar code label and hand entered the same information on the front cover of the student test book. Will this cause problems?**

*This will not cause problems. The CTB scanner will default to the bar code label, unless the label has been covered by two blank labels.*

**8. While reviewing the bar code roster and before we applied the label for a particular student to the front cover, we noticed that his/her date of birth was wrong. How should this be corrected?**

*Do not use the label. Hand enter all the student identification information on the front cover.*

*In addition, notify the person who is responsible for entering and updating the Enrollment Report for your school district and indicate that date of birth needs to be corrected for this student on that report.*

**9. After applying the bar code label for a student we noticed that his/her date of birth is wrong. How should this be corrected? Should we hand enter all of the information on the front cover, or only that which is in error?**

*If any part of the bar code label is incorrect, the bar code label should be covered by two blank labels, one on top of the other. Hand enter all the student identification information on the front cover.*

*In addition, notify the person who is responsible for entering and updating the Enrollment Report for your school district and indicate that date of birth needs to be corrected for this student on that report.*

**10. We noticed that the labels don't have the full names of students with very long names; they appear to be shortened. Is this considered an error that requires us to hand enter all the student's identification information on the front cover?**

*The bar code field on the label has a limit to the number of characters that can be used. Therefore, you should check the bar code roster for full names. If the roster has the complete name (with all characters) and is correctly spelled, you need not hand enter all the student identification information on the front cover. However, if a student's name is incorrectly spelled on the roster, then it will be incorrect on the label as well, and you need to hand enter all the student identification information on the front cover. Cover the label with two blank labels.*

**11. When should bar code labels be put on the front cover of the test book? Can this be done after we have started testing?**

*The bar code label should be applied to the student test books before the books are distributed to the students. This will allow students to verify that they have the correct book and that the information about them on the label is correct.*

*If labels have been delayed in shipping so that you are ready to begin testing before labels can be applied, hand enter the student's name and identification number on the test book cover; you need not enter any other information. Then, as time allows, apply the student bar code label. The CTB scanner will default to and read all the information from the label.*